



Redback Solutions

Career Manager

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Career Manager

The Career Manager module is Visionscape's answer to online job advertising within your company's own website. The Career Manager is an optional module - if you are interested in having this module added to your website please contact the Redback Solutions office on (02) 4962 2236 to discuss.

Accessing Career Manager

The Career Manager module can be accessed via the Module Menu on the left hand side of the main Visionscape window (see **figure 1**). The main Career Manager page displays a table listing all jobs currently within the system (see **figure 2**). (If there are no jobs, an empty table will be displayed.) From this page, you will be able to configure Career Manager, add categories and add (and edit) job advertisements.

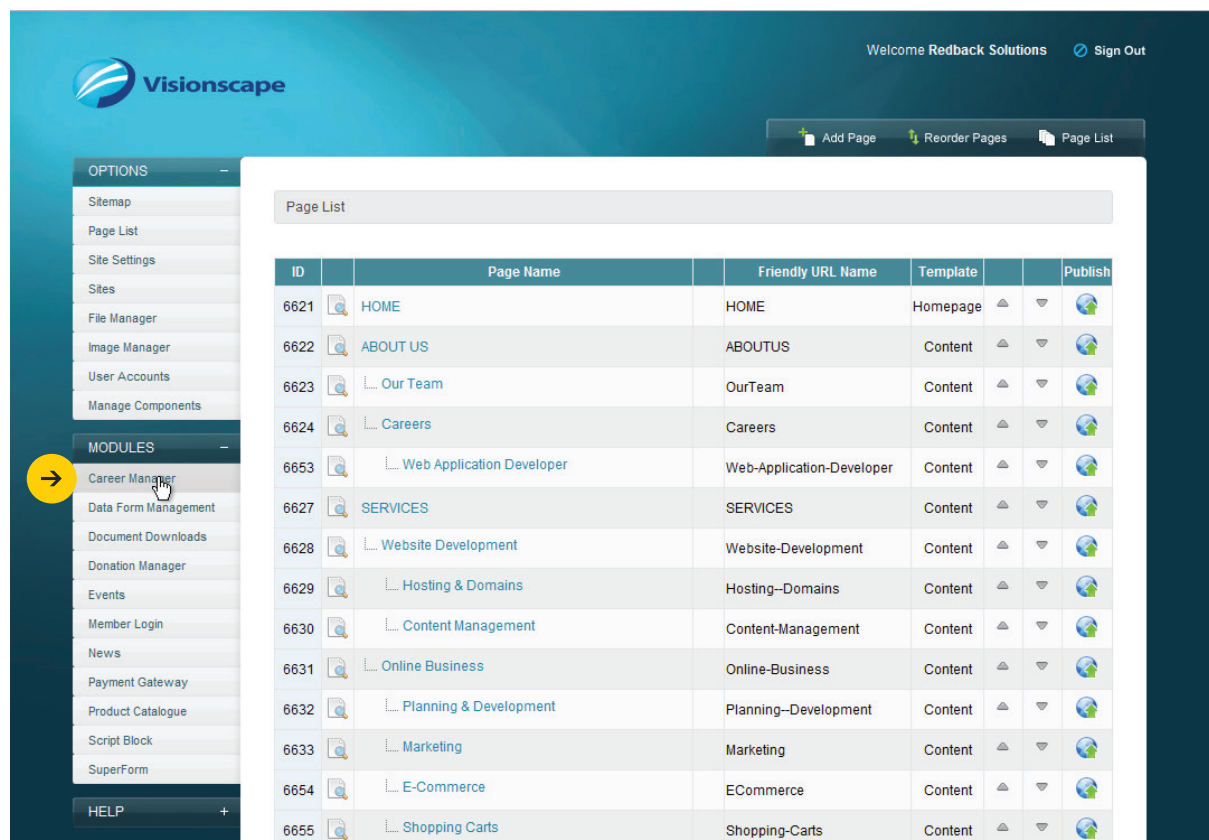


Figure 1 - Accessing the Career Manager

Configuring Career Manager

In most cases the Team at Redback will have initially configured Career Manager for your website and it will be rare for you to need to access the configuration area. However there may be occasions where you will need to access this area in order to change the wording of featured text.

To access the Career Manager configuration, select the **Configure Careers** button located at the top of the Career Manager main page (see **figure 2**).



Figure 2 - Career Manager Main Page and Configure Career Button

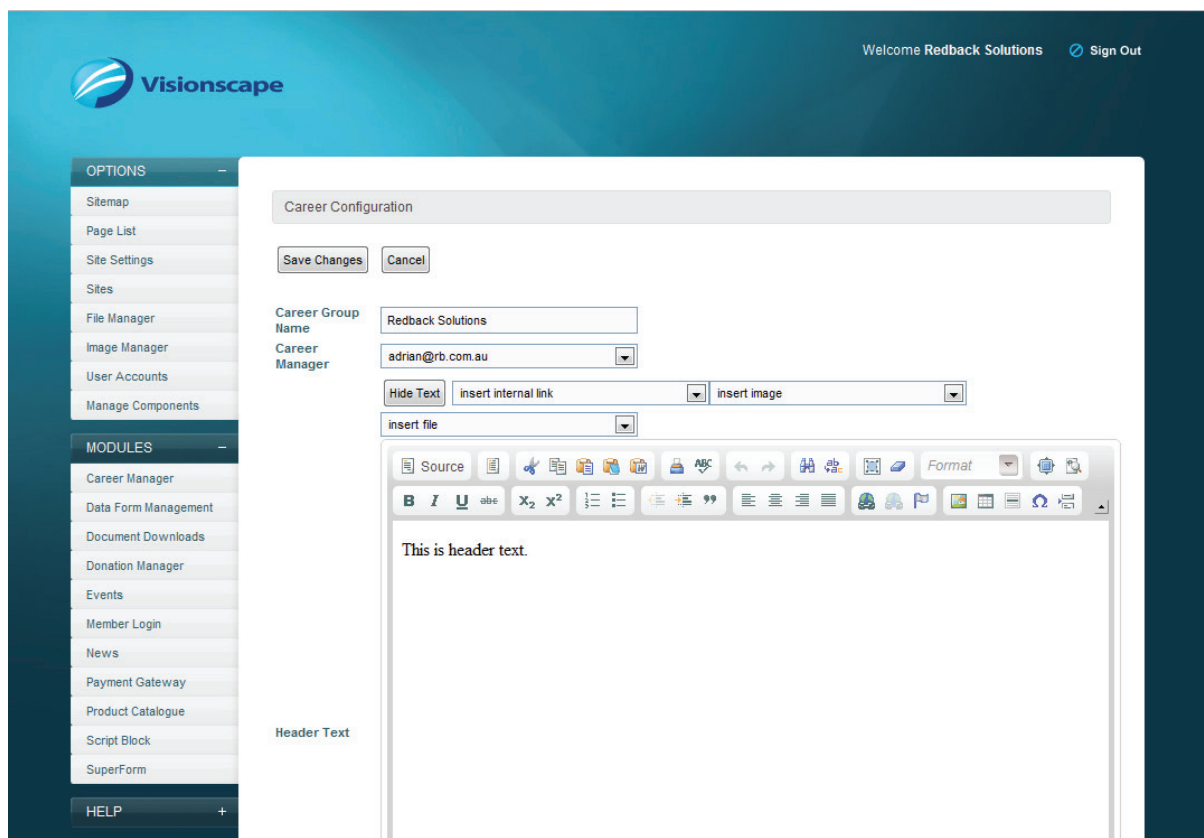


Figure 3 - Career Configuration Page

There are only a few settings that you should need to change (if any at all) after the initial setup:

- **Header Text** is the text that will appear above the list of job advertisements featured in the Careers module. This is optional and is mostly used to display a heading such as 'Positions Available' or an introduction paragraph for the page. To add or edit the Header Text, select the Edit Text button to bring up a text editing area (it will contain the same interface you will see when editing a standard page within your website).
- **List Order** allows you to select whether job advertisements will be displayed in ascending or descending order based on the expiry date of the advertisement.
- **No Jobs Text** allows you to set default text to display when there are no current advertisements. Click **Edit Text** to open a small text editing area where you can add your default text.
- **Footer Text** is similar to Header Text however the text will display below the list of job advertisements.

One of the main settings that you may want to change and update after Redback has configured the module for your site, is the drop down items for the '**How did you hear about us?**' question that is in the application form. This is located at the very bottom of the Career Configuration page, where you will see a table containing the current options as well as a text field to add new items (see **figure 4**).

The screenshot displays the Career Configuration page. On the left is a sidebar with navigation links: Sitemap, Page List, Site Settings, Sites, File Manager, Image Manager, User Accounts, Manage Components, MODULES (expanded), Career Manager, Data Form Management, Document Downloads, Donation Manager, Events, Member Login, News, Payment Gateway, Product Catalogue, Script Block, SuperForm, and HELP. The main content area is titled 'Submission Settings' and includes fields for 'Submit CV' (checked), 'Submit CV Link Text' (submit cv), 'Application recipient email', and 'Submit Cover Letter' (unchecked). Below these are dropdowns for 'insert internal link', 'insert image', and 'insert file'. A 'Thank you text' field contains the word 'thanks'. At the bottom, a yellow arrow points to the 'How Did You Hear About Us Drop Down' section, which has a 'Name' field and an 'Add' button. Below this is a table with one row labeled 'Websites' and five columns for editing (up/down arrows, link icon, edit icon, and delete icon).

Text				
Websites	▲	▼	✎	✖

Figure 4 - Career Configuration Page and 'How Did You Hear About Us?' Question

Add

To add a new option enter the text into the **Name** field and press **Add**. The page will reload and you will see a message confirming the entry has been successfully added.

Edit

To edit an existing option, click the **pencil** icon. This will reload the page and populate the **Name** field with the option you selected to edit. Make the necessary change and select **Update**.

Delete

To remove an existing option, click the **red cross** icon. You will be asked to confirm that you wish to delete the option.

Reorder

You can change the order of the items by using the **up** and **down arrows**. This will change the order that the options appear within the drop down list.

Career Categories

Career categories allow you to categorise job advertisements into groups, which can improve usability for your website viewers. This is especially useful if your site displays a large amount of job advertisements at one time.

To create, edit or delete a Career Category, select the **Career Categories** button from the Career Manager main page. The new page displayed will show two sections - an Add/Modify Categories area for creating new categories and editing existing ones, and a Modify/Delete Existing Categories area displaying a table of any existing categories (see **figure 5**).

Adding a Career Category

In the **Add/Modify Categories** section (see **figure 5**), enter a **Name** for your new category. If you have previously added a category, you will have the option of selecting one of those categories from a drop down list as a **Parent Category**. This is optional, but may be useful for organising a large amount of job advertisements. You may also give a category a **Description** which will be displayed underneath the category name on the webpage.

When ready, select the **Add** button to create the category. A message will appear indicating the Category has been successfully added. It will also appear in the table of existing categories.

Editing a Career Category

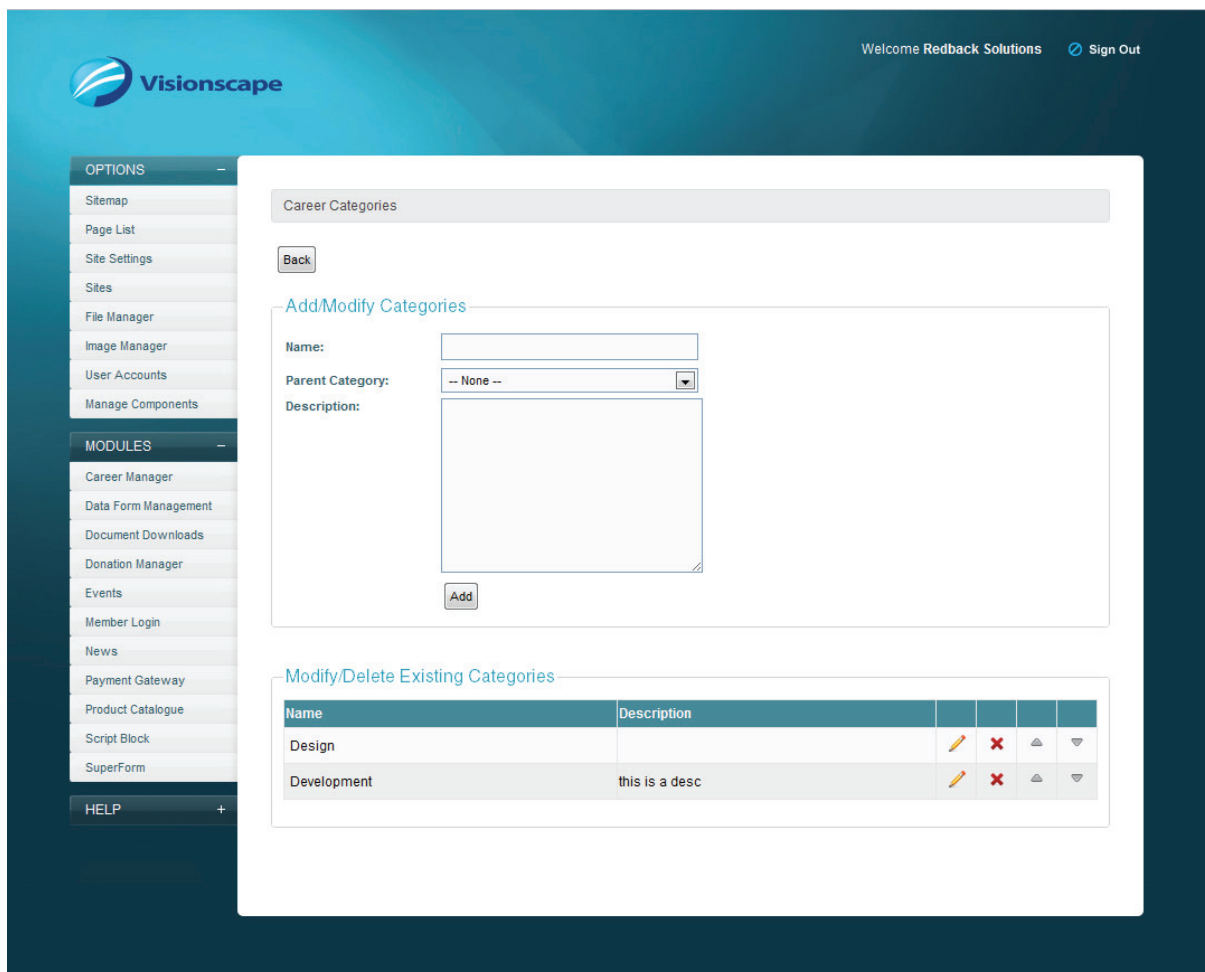
To edit an existing category, select the **pencil** icon that relates to the category you want to edit. Doing this will reload the webpage, and the fields under the **Add/Modify Categories** will now be populated with the categories information for you to edit.

When you have finished editing the information, select the **Update** button to save any changes made to the category. (Selecting **Cancel** will discard any changes you may have made and the Category will not be updated.)

Deleting a Career Category

To delete an existing category, select the **red cross** icon that relates to the category you wish to remove. You will be asked to confirm the deletion of the category. Please be aware that by deleting a category, you will no longer be able to access any applications received for jobs which have been associated with the category.

Upon deletion, a message will appear confirming that the category has been successfully deleted.



The screenshot displays the Visionscape web application interface. The top header includes the Visionscape logo and a user greeting 'Welcome Redback Solutions' with a 'Sign Out' link. A left sidebar contains navigation menus for 'OPTIONS' (Site Map, Page List, Site Settings, Sites, File Manager, Image Manager, User Accounts, Manage Components), 'MODULES' (Career Manager, Data Form Management, Document Downloads, Donation Manager, Events, Member Login, News, Payment Gateway, Product Catalogue, Script Block, SuperForm), and 'HELP'. The main content area is titled 'Career Categories' and features a 'Back' button. Below this is the 'Add/Modify Categories' section, which includes input fields for 'Name', 'Parent Category' (a dropdown menu currently showing '-- None --'), and a large 'Description' text area, followed by an 'Add' button. The 'Modify/Delete Existing Categories' section contains a table with the following data:









Name	Description				
Design					
Development	this is a desc				

Figure 5 - Career Categories Page

Adding a Job Advertisement

To create a new Job Advertisement click the **Add New Career** button on the Career Manager main page. You will be directed to a new page to enter information about the position (see **figure 6**).

Figure 6 - Add Career Page (accessed via the Add New Career button)

There are four (4) mandatory fields when adding a new job advertisement:

- **Category:** A job advertisement must be associated to a Career Category. If you do not wish to utilise the Career Categories to group job advertisements, our recommendation is to create a 'Default' category and select this for all new job advertisements.

If the Category drop down list does not contain any categories, please refer to **Career Categories** (see **page 4**) to see how to create new categories.

- **Job Title**
- **Date Posted**
- **Date Closing**

Select the **Save Changes** button to finish. You will be redirected to the Career Manager main page and a message will display to confirm the job has been successfully added. You will also be able to see it in the job list table.

Combining External Career Sites with Career Manager

If you have posted the job on a Careers site such as Seek (<http://seek.com.au>) you can opt to receive applications through the external site instead of utilising the Application form packaged with the Career Manager module. To do this, add the external sites' URL to the 'Job Description External Link' field when creating a new job advertisement. Website users will be directed to this URL when they press the **Apply** button on a job advertisement.

Editing a Job Advertisement

To edit an existing job advertisement, click on the relevant **Edit** link on the Career Manager Main Page. You will be directed to a new page that looks similar to the Add New Career page, however the information fields will have been pre-filled with information about the existing job.

After you have made any necessary changes, click **Save Changes** to confirm the updates. You will be redirected to the Career Manager main page and the website will reflect the changes you made.

Deleting a Job Advertisement


To delete an existing job advertisement, click on the relevant **Edit** link to open the job advertisement. The editing page will be displayed with information about the job pre-filled into the fields. At the top of the page there are three (3) buttons – **Save Changes**, **Cancel** and **Delete**. Select the **Delete** button to remove the advertisement. You will be asked to confirm the deletion.

After confirming the deletion of the job you will be redirected to the Career Manager main page and a message will appear to confirm the job has been successfully deleted.

Viewing Job Applications

You can view submitted job applications by clicking the **View Applications** link for each job. A new page will be displayed showing a listing of all applications received via the website for that particular position (see **figure 7**).

All information collected will be shown on the screen except the candidates' resume. You can view a candidates' resume by clicking on the **View Resume** link. This will either open the file or ask you to download the file depending on the setup of your Internet browser.



OPTIONS

Sitemap

Page List

Site Settings

Sites

File Manager

Image Manager

User Accounts

Manage Components

MODULES

Career Manager

Data Form Management

Events

Flash Gallery

News

Payment Gateway

Product Catalogue

Random Content Block

HELP

Career Applications

Back

Career Items/Career Groups

Career	Application Date	Name	Gender	DOB	Country of Birth	Residency	Aboriginal or Torres Strait Islander	Address
3	10/04/2011 2:27:45 PM	Mr John Smith	Male	12/02/1991	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
4	10/04/2011 2:28:26 PM	Mr John Smith	Male	12/02/1991	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
5	10/04/2011 2:29:00 PM	Mr John Smith	Male	12/02/1991	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
6	10/04/2011 2:30:05 PM	Mr John Smith	Male	12/02/1991	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
7	10/04/2011 2:30:31 PM	Mr John Smith	Male	12/02/1991	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
8	13/04/2011 7:13:12 PM	Mr John Smith	Male	30/06/1968	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
9	13/04/2011 7:14:09 PM	Mr John Smith	Male	30/06/1968	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
10	13/04/2011 7:17:37 PM	Mr John Smith	Male	30/06/1968	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
11	19/04/2011 1:33:27 PM	Mr John Smith	Male	05/06/1990	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW
12	19/04/2011 1:34:59 PM	Mr John Smith	Male	05/06/1990	Australia	Australian Citizen	False	10 Dummy Address Rd 2000 NSW

Figure 7 - View Applications Page